

## ATTACHMENT 1

### JUDICIAL DUTIES: COMPARISON OF STENOGRAPHIC REPORTERS AND DIGITAL AUDIO RECORDING (MONITORED AND UNMONITORED)

PROFESSIONAL DUTIES	COURT REPORTER	DAR – W/ MONITOR	DAR – UNMONITORED
Make verbatim record	X	X	X
Provide realtime to judge	X		
Provide realtime to attorneys	X		
Provide realtime to hearing impaired	X		
Provide an immediate rough draft transcript	X		
Provide daily transcript or excerpts of proceedings	X	X	
Read back the record during court proceedings	X	X	X
Conduct word search of court record	X	X	X

ADMINISTERIAL DUTIES	COURT REPORTER	DAR – W/ MONITOR	DAR – UNMONITORED
Archive court record/upload steno notes	X	X	X
Mark and manage exhibits and exhibit list	X	X	
File document of hearing held; assessing court reporter fees	X	X	X
Swear in witnesses	X	X	
Respond to inquiries and requests from lawyers and the public	X	X	
Make copies of exhibits and distribute to parties	X	X	
Organize files and tab pertinent documents	X	X	
Keep parties and attorneys on schedule	X	X	
Escort courtroom participants into courtroom	X	X	
Draft, proofread, and/or edit orders and rulings for judge	X	X	
Type orders, rulings, calendar entries	X	X	
Prepare transcript at judge's request	X	X	
Draft and/or type jury instructions	X	X	
Conduct trial scheduling conferences	X	X	
Page litigants not present	X	X	
Schedule cases	X	X	
Assist with the jury; maintain written communications from jury	X	X	

## Cost of DAR - Installation and Ongoing Costs -- Attachment 2

			1 Courtroom		PORTABLE SYSTEM		YEAR-3		YEAR-5	
		Unit Costs	DAR-Low	DAR-High	DAR-Low	DAR-High	DAR-Low	DAR-High	DAR-Low	DAR-High
<b>Courtroom Components</b>										
	4-Channel Mixer	\$ 500								
	16-Port Mixer (Lectrosonics)	\$ 3,500		\$ 3,500						
	Amplifier	\$ 800		\$ 800						
	Husher	\$ 500		\$ 500						
	Microphones	\$ 120		\$ 1,200	\$ 320	\$ 1,360				
	Cabling	\$ 200	\$ 400	\$ 600						
	Speakers	\$ 550	\$ 4,400	\$ 4,400						
	UPS	\$ 225	\$ 225	\$ 225						
	Rolling Bag					\$ 210				
	Encoder 4-channel					\$ 1,295				
	Recording Software	\$ 7,300		\$ 7,300		\$ 7,000				\$ 4,500
	Client Software	\$ 1,000		\$ 2,000						\$ 500
	Web Client	\$ 500								
<b>Hardware</b>										
	Cassette/Digital Recorder	\$ 200			\$ 1,075					
	Recording Appliance	\$ 4,000	\$ 4,000						\$ 4,000	
	PC	\$ 1,000	\$ 1,000	\$ 2,000		\$ 2,050	\$ 1,000	\$ 2,000		
	Server	\$ 10,000								
	Archive	\$ 1,000								
	Primera Printer	\$ 1,000								
<b>UPS</b>		\$ 25,000								
<b>Installation</b>		\$ 3,000	\$ 1,003	\$ 2,253						
<b>Portable DAR Cost</b>			\$ 1,395	\$ 13,702	\$ 1,395	\$ 13,702				
<b>YEARLY MAINTENANCE PORTABLE DAR</b>							\$ 140	\$ 1,370	\$ 140	\$ 1,370
<b>DAR YEARLY MAIN. 10% INSTALL COST</b>		\$ 6,040			\$ 140	\$ 1,370	\$ 1,003	\$ 2,253	\$ 1,003	\$ 2,253
<b>Total DAR Costs</b>			<b>\$ 12,423</b>	<b>\$ 38,480</b>	<b>\$ 1,395</b>	<b>\$ 13,702</b>	<b>\$ 2,143</b>	<b>\$ 5,623</b>	<b>\$ 5,143</b>	<b>\$ 8,623</b>
<b>Average DAR Equipment Costs</b>			<b>\$25,452</b>				<b>\$3,883</b>		<b>\$6,883</b>	
<b>ER Monitor</b>										
	Salary		\$ 42,500	\$ 42,500			\$ 45,000	\$ 45,000	\$ 47,500	\$ 47,500
	Benefits <sup>1</sup>		\$ 17,000	\$ 17,000			\$ 18,000	\$ 18,000	\$ 19,000	\$ 19,000
<b>Total ER Monitor Cost</b>			<b>\$ 71,923</b>	<b>\$ 97,980</b>			<b>\$ 65,143</b>	<b>\$ 68,623</b>	\$ 71,643	\$ 75,123
<b>Average DAR Cost-2</b>			<b>\$ 84,952</b>				<b>\$ 66,883</b>		<b>\$ 73,383</b>	

**Notes:**

1-Benefits include: health insurance, retirement contribution.

2-Average DAR cost for each respective time period, entirely consumed by the Court Administration's budget utilizing DAR-Low and DAR-High cost averages.

## STENOGRAPHIC START-UP COSTS -- ATTACHMENT 3

			1 Courtroom			3rd Year Costs		5th Year Costs		
			Unit Costs							
	Stenographic Machine - 3		\$ 5,100					\$ 3,200		
	Stenographic Machine Support					\$ 345				
	CAT Software		\$ 4,000			\$ 575		\$ 575		
	Wheeled bag		\$ 200					\$ 200		
	Notebook computer		\$ 800			\$ 800				
	Notebook Carrying Bag		\$ 50			\$ 50		\$ 50		
	External hard drive		\$ 75			\$ 75		\$ 75		
	Power strip		\$ 25					\$ 25		
	USB Microphone		\$ 50			\$ 50		\$ 50		
	Realtime Cables & USB-Serial Adaptors		\$ 60					\$ 50		
	FLASH DRIVES & SD CARDS		\$ 75			\$ 75		\$ 75		
	Stationary&Ref.Materials		\$ 75			\$ 75		\$ 75		
	Printer		\$ 350					\$ 350		
	Toner/Ink		\$ 360			\$ 360		\$ 360		
	Printer Paper		\$ 300			\$ 300		\$ 300		
	Transcript Covers		\$ 100			\$ 100		\$ 100		
	Word Index Separators		\$ 25			\$ 25		\$ 25		
	CD Sleeves		\$ 20			\$ 20		\$ 20		
	CD's		\$ 25			\$ 25		\$ 25		
	Billing Software		\$ 100			\$ 50		\$ 50		
	PDF Software		\$ 150			\$ 50		\$ 50		
	Exhibit Stickers		\$ 40			\$ 40		\$ 40		
	Notary Fee		\$ 30			\$ 30		\$ 30		
	Anti-virus Software		\$ 35			\$ 35		\$ 35		
	<b>Total Stenographic Cost-2</b>		<b>\$ 12,045</b>			<b>\$ 3,080</b>		<b>\$ 5,760</b>		
<b>STENOGRAPH REPORTER</b>										
	Salary-4		\$ 50,000			\$ 52,500		\$ 55,000		
	Benefits <sup>1</sup>		\$ 20,000			\$ 21,000		\$ 22,000		
<b>Total</b>	<b>Salary &amp; Benefit for Stenographic Reporter</b>		<b>\$ 70,000</b>			<b>\$ 73,500</b>		<b>\$ 77,000</b>		

1-Benefits include: health insurance contribution, retirement contribution.

2-Stenographic start-up costs are borne by the Stenographic Court Reporter in the majority of jurisdictions throughout the United States. If court administration in your State bears some or all of these costs, this cost analysis will be of benefit to you in comparing what you pay for regarding Stenographic vs. DAR start-up costs.

3-This includes an \$1,800 trade-in value of the original stenographic machine towards the purchase of a new stenographic machine included in fifth-year costs.

4-Salary was based upon a national average, data provided by the National Committee of State Associations